

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DOS MOA

FROM:

EXTENSION

NO.

DATE

4 Sep 87

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

DD/OIT

2.

3.

D/OIT

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Ed, Larry:

Please review. Assuming you concur, next step is to negotiate with Ted Price. Latest word from [] is that Price said he did not have the slots, but that's Donnally's problem.

OL and OS are in final stages of negotiation at my level - will reach you soon. [] and Elkins have substantial problems with the MOA as written. More to come.

Gene

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MEMORANDUM OF AGREEMENT

Between

The Offices of Personnel and Information Technology

for

Dispersed Office Support

BACKGROUND

The office of Information Technology (OIT) and the Office of Personnel (OP) are jointly involved in the development and support of ADP systems whose success is crucial to Agency operations. This Memorandum of Agreement (MOA) recognizes the importance of a smooth working relationship between OP and OIT, and establishes an OIT Dispersed Office Support (DOS) unit within OP. The purposes of the DOS unit are to provide timely ADP services to OP; to ensure these services are responsive to the priorities of senior OP management; to foster good communications between system implementors and OP customers; to greatly enhance the implementors' understanding and knowledge of customer activities; and to provide for customer visibility into the system development and maintenance process.

AUTHORITY AND IMPLEMENTATION DATE

The approving signatures affixed to this MOA shall constitute its authority. The OIT DOS unit shall be constituted and formally begin operations within thirty days of the latest approving signature date. This MOA shall remain in effect until formally rescinded by either of the two offices.

TERMS OF THE AGREEMENT

OIT and OP jointly agree that an OIT DOS unit shall be established within OP during the implementation period of this MOA. The terms of this agreement are as follows:

- The DOS unit shall be comprised in a single organizational component within OP. It shall be composed of OIT careerists, OP careerists, and OP ADP contractors.
- OIT shall manage the staff and contract personnel assigned to the DOS unit. OIT shall designate a member of the DOS unit to serve as it's on-site manager.
- The DOS unit manager shall report in OP to no lower than a Deputy Director of OP.

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- The DOS manager or his/her designee shall write or review the annual Performance Appraisal Reports (PARs) for the DOS unit staff members with the following caveat: each employee's PAR must have either the primary or reviewing comments written by a manager from that employee's own career service. The DOS unit manager's PAR shall be written by appropriate OP management and reviewed by Chief, Development Group (DG), OIT. The Chief, Development Group, OIT shall review the DOS unit manager's performance with respect to adherence to OIT development standards, policies, and practices.

- D/OP shall have the right to interview and approve the individual recommended by OIT for the DOS unit manager position. OIT shall make all MZ personnel assignments to the unit; OP shall make any additional MP assignments to the unit as appropriate.

- The OIT DOS manager will sit on the DG/OIT career sub-panel and participate in its rankings and promotion exercises. The DOS manager will participate in OP career management forums to the extent desired by OP.

- The OIT DOS unit will consist of twenty-six positions, three of which currently exist in the Office of Personnel. Twelve of the twenty-three remaining positions will be provided by OP and converted to MZ positions. OIT will provide the other eleven positions. OP positions provided shall have an appropriate to-be-negotiated grade level distribution. These twenty-six MZ positions shall be on the Table of Organization for OP. See Attachment A.

- OIT shall be responsible for staffing the DOS unit with twenty-six MZ personnel. Personnel assigned to the DOS unit will have an appropriate mix of ADP skills and experience. OIT personnel shall be assigned to the DOS unit for a tour of duty. The staffing level for the DOS effort shall be reviewed annually by OP and OIT. Mutually agreeable adjustments to the level of effort may be made following the annual review. Should OP desire to increase the number of MZ personnel in the DOS unit, it shall provide the required personnel positions and convert them to MZ.

- All development and maintenance required by OP except for selected corporate and field applications will be done by the DOS unit.

- For each new corporate or field project OP and OIT will jointly decide whether that effort would be best performed by the DOS team or through central OIT services outside the DOS unit.

- The existing OIT rotational program in OP will be eliminated. As a transitional vehicle all existing rotational agreements will be honored as part of the DOS program.

- The OIT DOS unit manager shall be responsible for managing the resources of the unit to maximize the responsiveness and quality of ADP services to OP. He/she shall review all requests for work, and shall provide formal estimates for accomplishing the work, along with

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recommended alternatives, if any. The final decision for work priority and approval shall reside with OP.

- OP shall be responsible for funding any ADP equipment, software, and contractors required to accomplish the work of the DOS unit. The OIT DOS unit manager shall assist OP in budget formulation by preparing estimates and cost justifications for DOS efforts.

- OP may designate the DOS unit manager as either the OP ADP Control Officer, or as his/her alternate. OP shall use the DOS unit manager as the focal point for identifying and coordinating ADP or communications activities which can reasonably be expected to affect the OIT services network.

OP RESPONSIBILITIES

In addition to other responsibilities defined in this MOA, OP shall:

- Establish a mechanism for reviewing, screening, selecting, and prioritizing ADP requirements which OP provides to the DOS unit.
- Define the functional requirements, participate in reviews and conduct formal acceptance tests for DOS unit deliverables where appropriate.
- Fund appropriate ADP training for all personnel assigned to the DOS unit.
- Provide the DOS unit personnel with working space, clerical support, and ready access to an adequate number of computer terminals, personal computers, and printers. For maximum efficiency the DOS unit shall be co-located in OP.

DOS UNIT RESPONSIBILITIES

In addition to other responsibilities defined in this MOA, the DOS unit shall:

- Develop and maintain, under the direction of OP, an OP ADP strategic plan.
- Establish a mechanism for responding to the OP's ADP requests with formal estimates and alternatives.
- Develop, enhance, maintain, and support, according to OIT standards, new ADP systems in response to the priorities and requests of OP.
- Perform maintenance and make enhancements as directed by OP to all projects or systems defined in Appendix 1.
- Function as the on-site project manager for DOS contractor support including software procurement and development.
- Provide on-site ADP consulting and assistance to OP personnel.

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OIT/DG CENTRAL SERVICES

OIT/DG will continue to centrally:

- Manage the careers for all OIT DOS unit staff personnel.
- Manage the Directorate of Administration's Corporate Data Program. This function will include: Corporate Data planning and the establishment of the Corporate Data architecture; definition and enforcement of standards, procedures, and guidelines for Integrated Database Management System/Relational (IDMS/R) project development; provision of Data Base Administration (DBA) support to IDMS/R project developers; maintenance of the IDMS/R Integrated Data Dictionary; and Corporate project development, as appropriate.
- Establish and enforce system development standards, guidelines, and methodologies.
- Through a senior technical OIT/DG review panel, ensure that all development efforts including those managed by the DOS unit, comply with applicable standards for architecture and development, unless otherwise exempted.

OIT CENTRAL SERVICES

OIT will continue to centrally:

- Define the architecture and install and maintain Agency-wide communications and computing systems.
- Define the primary Agency architecture for field computing.

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Appendix 1

List of projects being transfered to the OP DOS unit.

Appendix 2

List of MP slots being converted MZ.

Appendix 3

List of MZ slots being transfered to the TO of OP.

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